



# TOWN OF FLORENCE

## CONDITIONAL USE PERMIT PROCESS Application & Checklist

Community Development Department

P.O. Box 2670

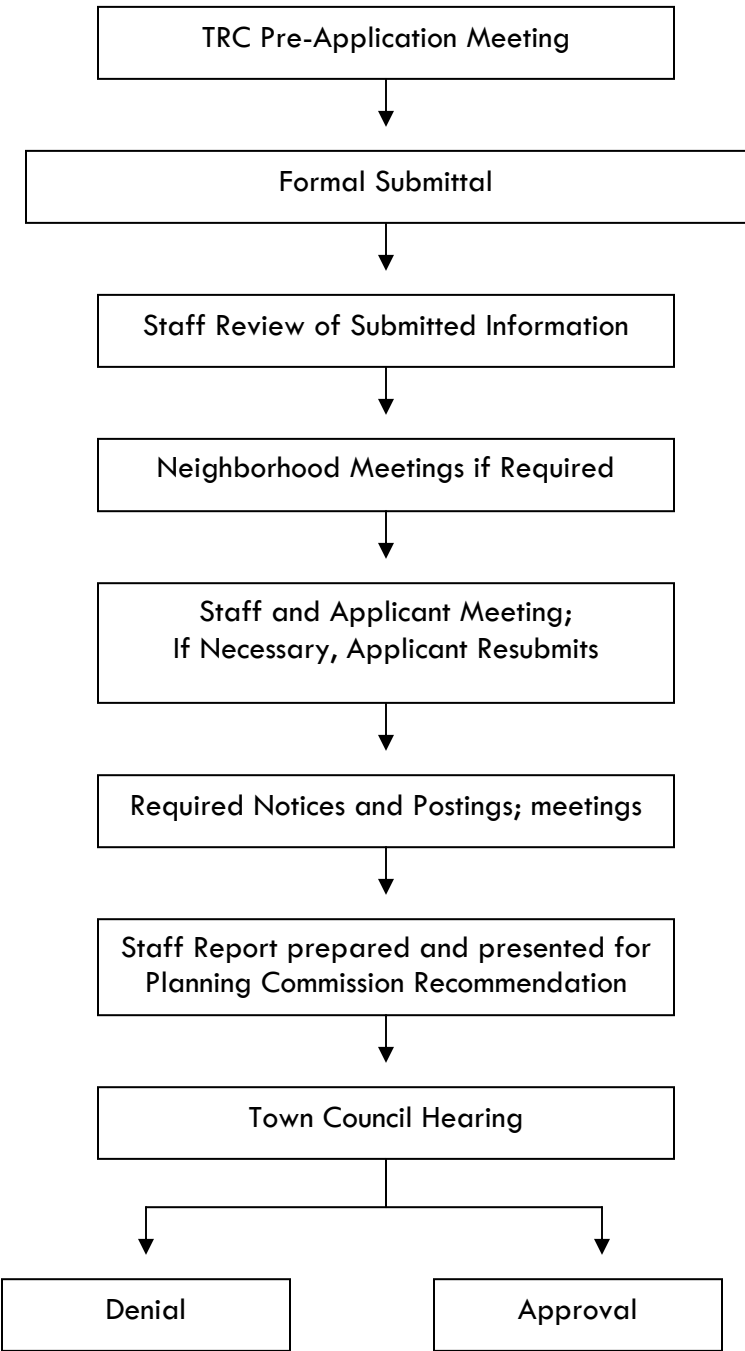
600 North Main Street

Florence, Arizona 85132

(520) 868-7575

[www.florenceaz.gov](http://www.florenceaz.gov)

# TYPICAL CONDITIONAL USE PERMIT APPLICATION PROCESS



# CONDITIONAL USE PERMIT APPLICATION PROCEDURES

The following information is provided to assist in the preparation and submittal of an application for a Conditional Use Permit (CUP) for a property within the Town of Florence. The CUP request will be considered by the Planning Commission for a recommendation and the final decision will be made by the Town Council.

It is important to note that since a CUP permit may affect the entire community, adjacent jurisdictions, schools and public utilities, the analysis of a CUP permit request should be comprehensive in nature and address all potential impacts.

1. **Pre-Application Review Process** – Prior to filing an application for a General Plan amendment, the applicant must complete participate in a Pre-Application review meeting with the Community Development Department and Technical Review Committee (TRC).
2. **Application Filing** – For an application to be accepted, the applicant must provide all of the required information described on the submittal checklist at the time of formal submittal. Ensuring the accuracy of the request is the responsibility of the applicant. Applications will not be accepted or processed without an adequate description of the request being submitted. Incomplete applications will not be accepted.
3. **Staff Review** – Upon receiving a complete application, the submitted information will be routed to Town staff and applicable affected agencies for review and comment. After this review is completed, the comments are consolidated and returned to the applicant. The applicant is responsible for addressing staff comments and submitting revised plans.
4. **Neighborhood Meetings** – Neighborhood meetings beyond the required minimum Town hearings may be required for certain CUP requests, as deemed necessary by the Community Development Director. Applicants will be required to set up and conduct these meetings. Efforts shall be made to encourage public participation.
5. **Public Notice** – The Town will prepare the public notice to mail to surrounding property owners and provide a copy to the applicant. The notice for the Planning and Zoning Commission public hearing must be mailed by the applicant at least fifteen (15) calendar days prior to the date of the hearing to the following:
  - a. All property owners of record within three hundred (300) feet of the site.
  - b. To the owner, if the application is initiated by a person other than the owner;  
and

- c. Any person or group who has requested notice in writing.

The Community Development Director may expand the notification area set forth in this section if it is determined that the potential impact of the project extends beyond the required notification boundary. The applicant must submit a signed affidavit of mailing prior to public hearing. Failure of the applicant to provide evidence of mailing will result in a postponement of the public hearing item. The applicant will be charged a fee for the postponement.

The Town will send public hearing notices to the local newspaper of general circulation in accordance with State and local requirements.

- 5. **Property Posting (Sign)** – Notice of Public Hearing for a CUP must be posted at least fifteen (15) calendar days prior to the date of each public hearing. The applicant is responsible for posting the sign on the property, subject to the following specifications and requirements:
  - a. Posting, maintenance, and removal of signs are the responsibility of the applicant. The applicant must remove all signs within ten (10) days of the public hearing. If the sign is not removed on time, the Town will remove the sign and charge the applicant a removal fee;
  - b. The signs must comply with the attached sign criteria;
  - c. The applicant must submit a signed and dated affidavit of posting, and color photos of the posted signs prior to the public hearing;
  - d. Failure of the applicant to provide evidence of posting will result in a postponement of the public hearing. The applicant will be charged a fee for the postponement.
- 6. **Staff Reports** – After the staff comments have been addressed and the project has been scheduled for the public hearings, the Community Development Department will prepare reports describing and evaluating the proposed project and making recommendations to the Planning and Zoning Commission and Town Council. Copies of the staff reports will be made available to the public and sent to the applicant prior to each public hearing.
- 7. **Planning and Zoning Commission Hearing** – The Planning and Zoning Commission will conduct at least one public hearing. A Planning and Zoning Commission hearing schedule is included in this application. Regular meetings are held at Florence Town Hall, 775 North Main Street. The applicant or a project representative must be present at the hearing. Upon hearing the case, the Commission may recommend approval, recommend approval with modifications or recommend denial of a CUP request to the Town Council. The Commission may continue/table a case as deemed necessary.

8. **Town Council Hearing** – Regular Town Council hearings occur on the first and third Monday of each month at 6:00 p.m. and are held in the Council Chambers, 775 North Main Street. The applicant or project representative **must** be present at the hearing. The Town Council will approve, approve with modifications and/or conditions, or deny the application.
9. **Inactive Cases** – All applications need to be actively pursued to a decision. If no activity has occurred on an application for 180 days, the application will be determined to be inactive, deemed to be withdrawn and the file will be closed. At least thirty (30) days prior to that date the staff will notify the applicant in writing. The applicant may submit a written request that the application remain active, with an explanation for the inactivity. The Community Development Director may grant an extension for up to 180 days for good cause if there is a reasonable belief that the application will be actively pursued during the extension period.

# CONDITIONAL USE PERMIT CONTENT REQUIREMENTS

## 1. Project Narrative

- ☐ Description of proposed use;
- ☐ Hours of operation;
- ☐ Information on how the project complies with the General Plan and any other adopted plans, PUD or overlay district zoning requirements; and
- ☐ Information on how the proposed use conforms with the conditions, requirements, or standards prescribed by the Development Code and any other applicable local, State or Federal requirements.
- ☐ Any additional information in support of the CUP request.

## 2. Site Plan (Required for all Conditional Use Permit applications as applicable)

- ☐ Vicinity Map;
- ☐ Scale, north arrow, and dimensions;
- ☐ Net acres;
- ☐ Property lines, easements, alleys, private streets, and adjacent rights-of-way and easements showing existing and future improvements, access points, signals, etc.;
- ☐ Conceptual water retention areas and drainage plan;
- ☐ Location of required building setbacks and spaces between buildings with dimensions;
- ☐ Location and size of any existing/proposed building(s), structure(s), or land uses;
- ☐ Location and size of parking spaces and the number of spaces required and provided;
- ☐ Location of other existing and proposed improvements such as walls, yards, outside storage, loading areas, etc.;
- ☐ Method of screening for parking, storage and loading areas, and wireless communication facilities (if applicable);
- ☐ Location and screening of refuse enclosures;
- ☐ Vehicular and pedestrian circulation, including ADA accessibility requirements;
- ☐ Queuing area for drive through uses;
- ☐ Emergency apparatus access and required turning radii;
- ☐ Adjacent lot lines and/or structures within 300 feet;
- ☐ Existing zoning on site and adjacent properties within 300 feet;
- ☐ Freestanding sign locations;
- ☐ Location and type of existing and proposed site lighting fixtures;
- ☐ Date of preparation including dates of any subsequent revisions; and
- ☐ If prepared by a Design Professional, a signature and seal is required.

**3. Additional Information required for Wireless Communication Facilities (WCFs)**

- ☐ Specific placement of the WCF (including equipment cabinet/building on the site;
- ☐ Setbacks from adjacent property lines; and
- ☐ Location of existing structures, trees and other significant site features.

## **ADDITIONAL REQUIREMENTS FOR WIRELESS COMMUNICATION FACILITIES APPLICATIONS ONLY**

### **1. Inventory**

- ☐ An inventory list and map of existing WCFs operated by the applicant and other providers within two miles of the proposed site ("Service Area"). Include specific information as to location, height, and type of each facility. The Town may share such information with other applicant seeking to locate WCFs within the Service Area, in order to encourage co-location.

### **2. Report on Alternatives**

- ☐ A report explaining why the WCF is needed at the requested location. If the Town has requested that the applicant co-locate its WCF on another site, the applicant must explain why that co-location is not feasible, including efforts made to develop on the alternate site.

### **3. Photo-simulations**

- ☐ Color photo-simulations of views of the proposed facility from adjacent residential properties and public rights-of-way at varying distances (need to specify distances).

### **4. Facility Diagrams**

- ☐ Diagram of the proposed facility and antennae, including height, shape, size and nature of construction;
- ☐ Diagram illustrating the separation between the proposed WCF and any existing WCF(s) on the same support structure or site, if co-location is planned;
- ☐ Method of screening for mechanical and electrical equipment;
- ☐ Location and type of lighting fixtures proposed; and
- ☐ Proposed colors and materials for the WCF.

### **5. Landscape Plan**

- ☐ Scale, north arrow, and dimensions;
- ☐ Property lines, easements, alleys, private streets and adjacent rights-of-way;
- ☐ Location of required landscape areas;
- ☐ Existing and proposed landscaping materials, including non-vegetative groundcovers. Distinctive symbols must be used for each plant variety;
- ☐ Table listing sizes, varieties and numbers of landscaping material to be used;
- ☐ Contour lines and sections for retention basins and earthen berms (in the vicinity of the proposed WCF facilities);
- ☐ Location, type and height of proposed new site lighting fixtures (in the vicinity of the proposed WCF facilities);
- ☐ Location of existing and proposed electrical transformers, utility poles, and other utility equipment (in the vicinity of the proposed WCF facilities);
- ☐ Date of preparation including dates of any subsequent revisions; and
- ☐ Registered Landscape Architect signature and seal.



## CONDITIONAL USE PERMIT CHECKLIST

REQUIRED MATERIALS	Applicant Checklist	Staff Verification
<b>Application</b>		
<b>Fee</b> (Please review the fee schedule for applicable fees. All fees are Non-Refundable)		
<b>Project Narrative</b>		
<b>4 copies – Traffic Impact Analysis</b> (if required by Town Engineer)		
<b>Market Study</b> (if required by the Town)		
<b>Legal Description</b> (Metes and bounds description required for un-platted property) including total gross acreage, sealed and signed by a registered engineer or surveyor (8.5" X 11")		
<b>Pinal County Assessor Parcel Map</b> (8.5" X 11") (Highlight project area and provide parcel numbers)		
<b>Documentation of the Neighborhood Meeting including:</b>		
A typed listing of persons that attended the meeting Including their names, addresses, and telephone numbers.		
Minutes of the meeting addressing neighborhood concerns, topics discussed, and how the applicant addressed such concerns.		
Copy of the letter notifying property owners of the meeting.		
<b>Site Plan:</b>		
6 original copies for staff review – Blueline, blackline or color prints (24" x 36") folded to approximately (9" x 12")		
15 copies – 11" x 17" versions of above noted exhibit for Commission and Council meeting.		
1 copy – (8.5" x 11") laser print or photo reduction (photocopy of color rendered plan not acceptable)		

1 copy – (8.5" x 11") PMT (Photo Mechanical Transfer) must be submitted following an initial staff review, but prior to scheduling the item for a Planning and Zoning Commission agenda. PowerPoint exhibits may be substituted.		
<b>Neighborhood Notice:</b>		
A parcel map highlighting properties within 300 feet and Homeowners Associations and registered neighborhood groups within 1000 feet of the property.		
Typed names and addresses of all property owners identified on highlighted parcel map.		

**ADDITIONAL REQUIREMENTS  
WIRELESS COMMUNICATION FACILITIES ONLY**

<b>REQUIRED MATERIALS</b>	<b>Applicant Checklist</b>	<b>Staff Verification</b>
<b>Inventory and Map</b> (8.5" X 11")		
<b>Report on Alternatives</b>		
<b>Photo-simulations</b>		
<b>Facility Diagrams:</b>		
6 original copies for staff review– Blueline, blackline or color prints (24" x 36") folded to approximately (9" x 12")		
15 original copies– 11" x 17" versions of above noted exhibit		
1 copy – (8.5" x 11") laser print or photo reduction (photocopy of color rendered plan not acceptable)		
1 copy – (8.5" x 11") PMT (Photo Mechanical Transfer) must be submitted following an initial staff review, but prior to scheduling the item for a Planning and Zoning Commission agenda. PowerPoint exhibits may be substituted.		
<b>Landscaping Plan:</b>		
6 copies – Blueline, blackline or color prints (24" x 36") folded to approximately (9" x 12")		
15 copies – 11" x 17" versions of above noted exhibit		
1 copy – (8.5" x 11") laser print or photo reduction (photocopy of color rendered plan not acceptable)		
1 copy – (8.5" x 11") PMT (Photo Mechanical Transfer) must be submitted following an initial staff review, but prior to scheduling the item for a Planning and Zoning Commission agenda. PowerPoint exhibits may be substituted.		

**STAFF TRANSMITTAL (Potential list of application recipients)**

- ☐ Florence Administration
- ☐ Florence Community Development
- ☐ Florence Public Works
- ☐ Florence Fire

# **APPLICATION FOR CONDITIONAL USE PERMIT**

**PROJECT NAME:** \_\_\_\_\_

**REQUEST TYPE:**      ☐ WCF                      ☐ Other                      ☐ Time Extension

1. Property Owner:      Name: \_\_\_\_\_  
                                    Address: \_\_\_\_\_  
                                    Phone: \_\_\_\_\_                      Fax: \_\_\_\_\_  
                                    Email: \_\_\_\_\_

2. Applicant/Developer:      Name: \_\_\_\_\_  
                                    Address: \_\_\_\_\_  
                                    Phone: \_\_\_\_\_                      Fax: \_\_\_\_\_  
                                    Email: \_\_\_\_\_

3. Address or Location of Property: \_\_\_\_\_  
                                    \_\_\_\_\_  
                                    \_\_\_\_\_

4. Tax Parcel Numbers: \_\_\_\_\_  
                                    Gross/Net Acres: \_\_\_\_\_                      Zoning: \_\_\_\_\_

5. Request Details: \_\_\_\_\_  
                                    \_\_\_\_\_  
                                    \_\_\_\_\_

**SIGNATURE OF PROPERTY OWNER or REPRESENTATIVE**                      **DATE**

**FOR STAFF USE ONLY:**

CASE NO. _____	APPLICATION DATE AND TIME _____
PERMIT NO. _____	FEE \$ _____
PZ HEARING DATE _____	
TC HEARING DATE _____	REVIEWED BY: _____
RECOMMENDATION:      APPROVAL                      DISAPPROVAL	

## OWNER'S PERMISSION FORM

This sheet must be completed if the applicant for an Annexation, General Plan Amendment, Planned Unit Development, Zone Change, Conditional Use Permit, Design Review and/or Preliminary/Final Plat, is **not** the owner of the property.

I/we, the Undersigned, do hereby grant permission to: \_\_\_\_\_

to act on my/our behalf for the purpose of obtaining one or more of the following: Annexation, General Plan Amendment, Planned Unit Development, Zone Change, Conditional Use Permit, Design Review and/or Preliminary/Final Plat on the following described property:

_____	
Owner(s)	_____
	Signature
	_____
	Print or Type Name
Address	_____
	_____
Telephone	_____

STATE OF ARIZONA                    )  
  )  
County of \_\_\_\_\_            )       ss

On this \_\_\_\_\_ day of \_\_\_\_\_, 20 \_\_\_\_\_, before me, the undersigned Notary Public, personally appeared \_\_\_\_\_, known to me to be the person(s) whose name(s) is/are subscribed to the within instrument and acknowledged that \_\_\_\_\_ executed the same.

IN WITNESS WHEREOF, I hereto set my hand and official seal.

My commission expires:

\_\_\_\_\_  
Notary Public

## POSTING REQUIREMENTS

Florence Code requires posting of a sign (or signs) announcing a Public Hearing regarding certain land-use actions a minimum of fifteen (15) days before the date of the Hearing. These actions include General Plan Amendments, Conditional Use Permits, Rezoning Requests, and Variance Requests. It shall be the responsibility of the applicant to erect and maintain the sign on the subject property as well as maintain the current public hearing information on the sign until formal decision of the case has been made by Town Council. It shall also be the responsibility of the applicant to remove the sign after final disposition of the case. The attached Affidavit of Sign Posting must be provided to the Community Development Department within twenty-four (24) hours of the posting.

	TOWN OF FLORENCE	]- 3"
	(Planning & Zoning) or (Town Council)	]- 3"
	Public Hearing Notice	]- 4"
	(space)	
3" -[	(Action Requested)	
	(space)	
2" -[	(Project description and location)	
	(space)	
2" -[	(Time of Hearing),	]- 2"
2" -[	(Date of Hearing),	]- 2"
2" -[	775 North Main	]- 2"
2" -[	Street	]- 2"
2" -[	Florence, Arizona	]- 2"
	More Information: Town of Florence Planning Department 520-868-7575	

- Contact the Community Development Department regarding number and placement of signs
- Body of sign to be Brilliant Yellow and lettering to be Black
- Sign dimensions shall be 4' X 4'; lettering dimensions shall be as indicated
- Height of sign shall be 6 feet from finished grade to the top of the sign
- Sign shall be made of weather resistant material
- Placement and maintenance of sign is applicant's responsibility
- Applicant must post sign at least 15 calendar days prior to the hearing date
- Applicant must remove sign within 10 working days of final action
- Community Development Director may allow changes to sign format so long as all sign content requirements are met.

## AFFIDAVIT OF SIGN POSTING

Applicant Name: \_\_\_\_\_

Project Name/Location: \_\_\_\_\_

I confirm that the site has been posted as required by Town of Florence Community Development Department. A picture of the sign(s) posted on the subject site has also been submitted.

\_\_\_\_\_  
Applicant/Representative Signature

\_\_\_\_\_  
Date

This instrument was acknowledged before me on this \_\_\_\_\_ day of \_\_\_\_\_, 20 \_\_, by \_\_\_\_\_. In witness whereof I hereunto set my hand and official seal.

\_\_\_\_\_  
Notary Public

My Commission expires on \_\_\_\_\_

**Return completed notarized affidavit and picture to the Community Development Department within twenty-four (24) hours of the posting.**

# PLANNING AND ZONING COMMISSION

## 2013 MEETING SCHEDULE\*

The Planning and Zoning Commission's meetings are typically scheduled for the first and third Thursday of the month. Meetings are held in the **Town Hall Council Chambers** (775 N. Main St.) starting at **6:00 p.m.** Meeting dates, times, and/or locations may be changed if deemed necessary by the Town. Proper notice of such changes will be provided.

All meetings of the Planning and Zoning Commission are open to the Public.

<b>SUBMITTAL DEADLINE</b>	<b>NOTICE IN NEWSPAPER</b>	<b>MEETING DATE*</b>
October 2, 2012	December 13, 2012	January 3, 2013
October 16, 2012	December 27, 2012	January 17, 2013
November 6, 2012	January 10, 2013	February 7, 2013
November 20, 2012	January 24, 2013	February 21, 2013
December 11, 2012	February 7, 2013	March 7, 2013
December 25, 2012	February 21, 2013	March 21, 2013
January 8, 2013	March 7, 2013	April 4, 2013
January 22, 2013	March 21, 2013	April 18, 2013
February 5, 2013	April 11, 2013	May 6, 2013
February 19, 2013	April 25, 2013	May 16, 2013
March 5, 2013	May 9, 2013	June 6, 2013
March 19, 2013	May 23, 2013	June 20, 2013
April 2, 2013	June 13, 2013	July 4, 2013
April 16, 2013	June 27, 2013	July 18, 2013
May 1, 2013	July 11, 2013	August 1, 2013
May 14, 2013	July 25, 2013	August 15, 2013
May 28, 2013	August 8, 2013	September 5, 2013
<b>May 6, 2013</b>	<b>August 15, 2013</b>	<b>September 4, 2013 (Major GPA)*</b>
	<b>August 29, 2013</b>	<b>September 19, 2013 (Major GPA)*</b>
July 23, 2012	September 26, 2013	October 17, 2013



August 6, 2013 August 20, 2013	October 10, 2013 October 24, 2013	November 7, 2013 November 21, 2013
September 3, 2013 September 17, 2013	November 7, 2013 November 21, 2013	December 5, 2013 December 19, 2013
October 1, 2013 October 15, 2013	December 12, 2013 December 27, 2013	January 2, 2014 January 16, 2014

Complete applications and fees are due to the Community Development Department by **12:00 p.m. (noon) on the deadline date.**

Scheduling of your request for consideration by the Planning and Zoning Commission is contingent upon receipt of a **complete application**. Additional factors will determine whether your request is heard on the meeting date corresponding to the submittal deadline date. The applicant will be notified of their application's status.

A pre-application meeting with the Town's Technical Review Committee is required for most development applications. Applicant must set a meeting time with the Community Development Department prior to the submittal deadline.

\*A separate Community Development meeting schedule is provided for the consideration of **Major General Plan Amendments**.